

AGENCY ERRONEOUSLY LIQUIDATED QUALIFYING FY 95 ENCUMBRANCES.

It is our understanding there have been situations where agencies have erroneously liquidated qualifying FY 95 encumbrances originally established in ADPICS. These situations have occurred when the agency properly established the encumbrance in FY 95, which "rolled" to FY 96. The agency then properly paid for the goods/services in FY 96 which properly liquidated the encumbrance.

However, in situations where the actual amount of the goods/service was less than the encumbrance, the agency improperly canceled the full amount of the encumbrance in FY 95 with 09/31/95 effective date in ADPICS. For example, an encumbrance was established for \$100 in FY 95. In FY 96, the agency paid \$95 for the goods. The agency then improperly canceled the entire \$100 encumbrance in FY 95 with 09/31/95 effective date in ADPICS. This results in an understatement of the FY 95 encumbrance balance for financial reporting purposes. This also results in an understatement of the FY 96 encumbrance balance (as the payment and cancellation both resulted in liquidating the encumbrance).

Agencies can correct the understatement of the FY 95 encumbrance balance by performing the following entries in RSTARS:

1) Record a TC 884, Establish encumbrance not in RSTARS - Year-end

Effective Date: 9/31/95

Document Type: NR

Batch Type: 4

2) Record a TC 887, Encumbrance liquidation not in RSTARS - Year-end

Effective Date: Current date (FY 96)

Document Type: NR

Batch Type: 4

Reference Document: Use the current document number from the TC884

It is important that both of these entries are recorded prior to the closing of document type "NR," which is scheduled to close on January 22, 1996.

We will work with your agency to identify and correct the understatement of the FY 96 encumbrance balance.

NOTEPAD USE FOR BANK ID ON ERROR CORRECTIONS

The Receipts Processing Division will be entering bank information in the electronic note pad feature of RSTARS. This will replace the screen print of the detail transaction previously provided by Treasury. The information for the bank ID needed to reclassify entries (credit memos, debit memos and returned items) will be contained in the electronic note pad.. You may access the Electronic Note Pad Screen 103 through Screen 39 Approvals By Document by recalling your document and entering Note in the Link To field and pressing the F9 function key to access the information in the electronic note pad.

USER'S SECURITY CHANGED FOR ADPICS RECEIVING DOCUMENT

We have updated the user's security records to reflect the new receiver document/document type (from 'RC' to 'RG') as described in Tips & Techniques, Volume 2, Issue 28. Receivers should now be created with the new document bold type of 'RG.'

The document type on the Receiver Header Definition screen (PCHL3100) will default to 'RG' if the receipt field on Department Table (PCHL5970) is blank. For those agencies which have the receipt field on the Department Table screen (PCHL5970) set at 'RC,' the Receiver Header Definition screen (PCHL3100) will default to 'RC.' In this case, it may be necessary for the user to change the document type from 'RC' to 'RG' on the Receiver Header Definition screen (PCHL3100).

CENTRAL TRANSACTION CODE RELATED PROFILE CHANGES

TRANSACTION CODE

TC No.	Screen	Title	Data Elements	Comment
100	28A	Establish an A/R Reduction of Expenditure	Reverse Code	Changed to N
101	28A	Establish Intergov Rec (Federal)	Reverse Code	Changed to N
102	28A	Establish Intergov Rec (Local)	Reverse Code	Changed to N
103	28A	Establish A/R (Non-Governmental)-Revenue	Reverse Code	Changed to N
104	28A	Establish A/R Other Current Rec-Revenue	Reverse Code	Changed to N
105	28A	Estab Due Frm Oth Appr Fnds-Not Mainfacs	Reverse Code	Changed to N
106	28A	Estab Due Frm Other Appr Fnds-on Main	Reverse Code	Changed to N
107	28A	Interest Receivable-Common Cash Earnings	Reverse Code	Changed to N
117	28A	Est Nsf Check Rec Exp Cred-Agency	Reverse Code	Changed to N
118	28A	Establish Nsf Check Receivable Agency	Reverse Code	Changed to N
120	28A	Record Interest/Late Fees on A/R-Expend	Reverse Code	Changed to N
121	28A	Record Interest/Late Fees on Federal Rec	Reverse Code	Changed to N
122	28A	Record Interest/Late Fees on Local Rec	Reverse Code	Changed to N
123	28A	Travel A/R When Liq in Error	Reverse Code	Changed to N
125	28A	Int/Late Fees Due From Appr fnd-Not Main	Reverse Code	Changed to N
126	28A	Int/Late Fees Due From Appr Funds-on Main	Reverse Code	Changed to N
129	28A	Record Int/Late Fees on	Reverse Code	Changed to N

		A/R-Other		
136	28A	Loans/Notes Receivable	Reverse Code	Changed to N
200	28A	Establish a Pre-Encumbrance	Reverse Code	Changed to N
203	28A	Establish Encumbrance not Pre-Encumbered	Reverse Code	Changed to N
204	28A	Establish Encumbrance Pre-Encumbered	Reverse Code	Changed to N
212	28A	Encumbrance-Add Sfx to Document	Reverse Code	Changed to N
237	28A	Establish Retainage-D/F	Reverse Code	Changed to N
251	28A	Encumbrance for ext Entity Reim Budget	Reverse Code	Changed to N
402	28A	Estab Due from Other Appr Funds-op Tranf	Reverse Code	Changed to N
412	28B	Nonpayroll Expenditure Adj-Decrease	Comptroller Object	Added 7205
413	28B	Nonpayroll Expenditure Adj-Increase	Comptroller Object	Added 7205
442	28A	Estab Due to funds on Main-quasi Ext	Reverse Code	Changed to N
482	28A	Due to Not on Main-Quasi Ext	Reverse Code	Changed to N
484	28A	Int\Late Fees Due to Not Main-Quasi Ext	Reverse Code	Changed to N
588	28B	Generic Bal Sheet-Debit	General Ledger	Removed 0561
601	28A	Vouchers Payable-Travel Advance Convert	Reverse Code	Changed to N
602	28A	Vouchers Payable-Perm Travel Adv Convert	Reverse Code	Changed to N
797	28A	Deposit Adj-Dec to Agy Records by Treas	Reverse Code	Changed to N
798	28A	Deposit Adj Inc to Agy Records by Treas	Reverse Code	Changed to N
799	28A	Estab Nsf Check Receivable Treasury	Reverse Code	Changed to N
872	28A	Est Emp A/R For Deduction-Nonrecoverable	Reverse Code	Changed to N

COMPTROLLER OBJECT

Comp. Obj. No.	Screen	Title	Data Elements	Comment
8011	D10	Headlee-Payroll & Fringe Benefit Offset AY 95	Comptroller Object	Changed from 8002 to 8011
8011	D10	Headlee-Payroll & Fringe Benefit Offset AY 96	Comptroller Object	Changed from 8002 to 8011
8002	D10	Headlee-Reportable-Travel AY 95	Comptroller Object	Changed from 8003 to 8002
8002	D10	Headlee-Reportable-Travel AY 96	Comptroller Object	Changed from 8003 to 8002
8012	D10	Headlee-Reportable-Travel Offset AY 95	Comptroller Object	Changed from 8004 to 8012
8012	D10	Headlee-Reportable-Travel Offset AY 96	Comptroller Object	Changed from 8004 to 8012
8003	D10	Headlee-Reportable-Other Operating Costs AY 95	Comptroller Object	Changed from 8005 to 8003
8003	D10	Headlee-Reportable-Other Operating Costs AY 96	Comptroller Object	Changed from 8005 to 8003
8013	D10	Headlee-Other Operating Costs-Offset AY 95	Comptroller Object	Changed from 8006 to 8013
8013	D10	Headlee-Other Operating Costs-Offset AY 96	Comptroller Object	Changed from 8006 to 8013

This section will be distributed each week identifying all changes to Transaction Codes, Comptroller GL Accounts, Comptroller Objects and User Classes made in the previous week.

This page last updated Friday, August 02, 1996 - 2:19:47 PM